

Revised 7/10/07	ARIZONA DEPARTMENT OF EDUCATION GUIDELINE & PROCEDURE	NO. GE-20
SUPERSEDES		SHEET     1     of     2
SUBJECT:  ABSENCE REPORTING REQUIREMENT		FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section:     General As item: <b>GE-20</b>

## I. PURPOSE

The purpose of this guideline is to require districts and charter holders to report attendance by absences effective 7/01/08. Reported minutes will not be accepted by ADE after 6/30/08.

## II. GUIDELINE

a. Except as otherwise provided by any other law, beginning July 1, 2008, absences shall be forwarded electronically by the school district on a school by school basis with other records pursuant to A.R.S. 15-902 (J). ADE will no longer accept minutes after 7/1/08, unless this guideline is not applicable to the student pursuant to law.

b. This guideline applies to:

1. Elementary schools grades kindergarten through sixth grade.
2. Middle schools grades seven and eight.
3. High school grades nine through twelve;

At a minimum, statutes require all districts and charter holders to offer instruction of at least four hours a day on a five day a week schedule or five hours a day on a four day week schedule. Student attendance must be based on these statutorily-mandated schedules pursuant to A.R.S. 15-901 A 2 (a) (b) (c).

4. Homebound and/or hospitalized students who receive at least four hours of instruction during a week. (A.R.S. 15-901 A 2 b iii).
5. Technology Assisted Project-Based Instruction Program (TAPBI) (A.R.S. 15-808). [Schools may apply for an exemption to this type of reporting requirement to the Deputy Associate Superintendent of School Finance.]
6. Joint Technological Education Districts (JTED) (A.R.S. 15-393).

c. This guideline does not apply to:

1. A preschool child who is enrolled in a program for preschool children with disabilities of at least 360 minutes a week pursuant to A.R.S. 15-901 (A)(2)(a)(ii).

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### III.     PROCEDURE

ADE has accepted electronic submissions in both absences and minutes. ADE allowed for this to happen because of the different characteristics of students. After a more careful review of the statutes, ADE will no longer be able to accept minutes after 7/1/08, unless this guideline is not applicable to the student pursuant to law. Absences shall be made part of the attendance record and shall be forwarded electronically by the school district on a school by school basis with other records to the department of education (A.R.S. 15-902 (I) (J)). The records shall be certified and forwarded to the department of education electronically within twelve days after the first forty days in session and within twelve days after the first one hundred days in session.